



MOHAWK COUNCIL OF KANESATAKE

Job Opportunity

Position: ADMINISTRATIVE ASSISTANTS

Department: Education
(Rotiwennakehte Elementary School and Ratihen:te High School)

Type of Position: Permanent

Field of Activities:

Under the authority of the Mohawk Council of Kanésatake and under the direct supervision of the School Principals, the Administrative Assistant is to provide secretarial and administrative support for an efficient and effective school office that assists the Principal, Head Teacher, and School Staff.

** Job Description is available upon request.*

Prerequisites:

1. High School Diploma is essential.
2. College level studies in a related field or DEP in secretarial studies or accounting preferred with relevant experience.
3. Must have good computer skills and knowledge of Microsoft Office Software.
4. Excellent written and oral communication skills in English and French, Kanien'keha considered as an asset.
5. Must possess strong interpersonal skills.
6. Must be able to work both autonomously and within a team setting.
7. Must have excellent organizational skills, be flexible and responsible.
8. Must be able to maintain a high degree of confidentiality.

Salary: According to treasury board salary scales.

Benefits: As detailed in the personnel policies.

Probation Period: The successful candidate will be subject to a three (3) month probation period. Following the probation period, a performance evaluation will be conducted and upon successful completion, confirmation of continuance of employment will be provided.

Applications: All interested candidates must submit their curriculum vitae and a cover letter no later than May 19, 2023, to the attention of:

Mohawk Council of Kanésatake
Caroline Dussault, Human Resources Manager
681 Ste-Philomene
Kanésatake, Quebec J0N 1E0
dussault.caroline@kanesatake.ca

- *Only the selected candidates retained for an interview will be contacted.*